



Use of Parks & Recreation Grounds

(Minor Event Form)

Name of Event:

Location:

Date of Event: Start time: Finish time:

Estimated Number of people attending:

Key(s) Required: Yes No

All keys to be collected from the Council in the week prior to the event. Please note a deposit is required.

Hirer's Name:

Hirer's Address:

.....

.....

Post Code:

Tel:

Email:

Terms & Conditions (please read & sign)

1. The site is to be left in a clean and tidy condition following the event. Any repairs or additional maintenance works required will be charged at cost.
2. Any keys issued must be returned to this office and a signed key receipt obtained within 5 days of the event. Failure to do so will result in a charge of £15.00.
3. Users of the Council's parking facilities should position their vehicles in such a manner as to allow adequate access for emergency services. Vehicles should be parked in an orderly fashion and not in a way which causes annoyance or inconvenience to the occupiers of any private property. In particular, vehicles should not be parked on grassed areas adjacent to designated parking areas or entrances.

The Council accepts no responsibility for the loss of or damage to vehicles whilst on Council land. Parked vehicles, whether in a designated parking area or not, are left entirely at the owners'/drivers' own risk.

4. The Council accepts no responsibility for the loss of or damage to any property belonging to the users or any other persons.
5. Any misuse of the facilities may result in the cancellation/refusal of all future bookings and the cost of replacing/repairing any loss of or damage to Council property resulting from such misuse shall be charged to the Hirer.

PLEASE SIGN AND RETURN A COPY OF THIS DOCUMENT

I have read and understand the above Terms and Conditions of Use and agree to abide by them.

Hirer's Name: Email:

Hirer's Signature: Date:

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